

**Water and Environmental Programs**  
**Checklist for Preliminary Engineering Report (PER)**  
**IA Guide 13k**

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Applicant/Project: \_\_\_\_\_

Date of PER/Engineer: \_\_\_\_\_

To be completed by the processing office. Review Preliminary Engineering Report in accordance with the appropriate RUS Bulletin 1780-2 through 1780-5 to see that all applicable information is included. Check below and include this page with PER when submitting to the State Office.

**Section II - Project Planning Area includes information on:**

- \_\_\_\_\_ Location
- \_\_\_\_\_ Environmental Resources Present
- \_\_\_\_\_ Growth Areas and Population Trends

**Section III – Existing Facilities includes information on:**

- \_\_\_\_\_ Location Map
- \_\_\_\_\_ History
- \_\_\_\_\_ Condition of Facilities
- \_\_\_\_\_ Financial Status of any Existing Facilities

**Section IV – Need for Project includes information on:**

- \_\_\_\_\_ Health, Sanitary, and Security Issues
- \_\_\_\_\_ System O&M
- \_\_\_\_\_ Growth

**Section V – Alternatives considered includes information on:**

- \_\_\_\_\_ Description
- \_\_\_\_\_ Design Criteria (1780.57)
- \_\_\_\_\_ Map
- \_\_\_\_\_ Environmental Impacts
- \_\_\_\_\_ Land Requirements
- \_\_\_\_\_ Construction Problems
- \_\_\_\_\_ Cost Estimate
- \_\_\_\_\_ Advantages / Disadvantages

**Section VI – Selection of an Alternative**

- \_\_\_\_\_ Present Worth Life Cycle Cost Analysis (for each feasible alternative)

**Section VII - Proposed Project (Recommended Alternative)**

- \_\_\_\_\_ Project Design
- \_\_\_\_\_ Total Project Cost Estimate (Under 9 months old)
- \_\_\_\_\_ Annual Operating Budget
  - \_\_\_\_\_ Income (Proposed Rate Schedule with no RD grant)
  - \_\_\_\_\_ O&M Costs
  - \_\_\_\_\_ Debt Repayments
  - \_\_\_\_\_ Debt Service Reserve
  - \_\_\_\_\_ Short-Lived Asset Reserve

**Section VIII – Conclusion and Recommendation**

- \_\_\_\_\_ Engineer's comments provided
- \_\_\_\_\_ Attach Guide 13j, Water/Sewer Project Information
- \_\_\_\_\_ Attach page 33 of Guide 42, draft engineering fees

Comments on application status, processing priority recommendations, status of EA, etc...

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\_\_\_\_\_

Processing Office Official

Date